

Focus Occupation: **Office and Administrative Support Workers, All Other (43-9199)**

Focus occupation: Office and Administrative Support Workers, All Other	
Employment and Growth	5,100/ 15.7%
Ave. Monthly Wage	\$4,174
Education/Experience	High school diploma or equivalent

Advance FROM Focus Occupation				
Occupation	Rung	Employment/ Growth	Education/Experience	Similarity
Securities, Commodities, and Financial Services Sales Agents (41-3031)	7	342/ 17.5%	BA	93
Compensation, Benefits, and Job Analysis Specialists (13-1072)	6	188/ 5.6%	BA	95
Instructional Coordinators (25-9031)	6	396/ 12.2%	MA/5 plus yrs	93
Technical Writers (27-3042)	6	132/ 10.9%	BA/1-5 yrs	95
Human Resources Specialists (13-1071)	5	749/ 8.7%	BA	90
Training and Development Specialists (13-1073)	5	369/ 11.1%	BA	87
Writers and Authors (27-3043)	5	57/ 5.6%	BA	89
First-Line Supervisors of Office and Administrative Support Workers (43-1011)	4	2,697/ 13.2%	HS/1-5 yrs	89
Executive Secretaries and Executive Administrative Assistants (43-6011)	3	4,236/ 11.2%	HS/1-5 yrs	92
Human Resources Assistants, Except Payroll and Timekeeping (43-4161)	2	587/ 7.9%	HS	89
Desktop Publishers (43-9031)	1	n/a	AA	83
Insurance Claims and Policy Processing Clerks (43-9041)	1	221/ 18.2%	HS	72
Procurement Clerks (43-3061)	1	374/ 8.4%	HS	84

Transfer TO and FROM Focus Occupation				
Occupation	Rung	Employment/ Growth	Education/Experience	Similarity
Billing and Posting Clerks (43-3021)	0	1,563/ 19.5%	HS	89
Correspondence Clerks (43-4021)	0	42/ 5.0%	HS	90
Interviewers, Except Eligibility and Loan (43-4111)	0	578/ 3.6%	HS	86
Social and Human Service Assistants (21-1093)	0	1,352/ 18.9%	HS	80

Advance TO Focus Occupation

Occupation	Rung	Employment/ Growth	Education/Experience	Similarity
Computer Operators (43-9011)	-1	195/ 1.6%	HS	75
Data Entry Keyers (43-9021)	-1	301/ 5.6%	HS	85
File Clerks (43-4071)	-1	565/-0.7%	HS	87
Mail Clerks and Mail Machine Operators, Except Postal Service (43-9051)	-1	210/ 1.4%	HS	73
Office Clerks, General (43-9061)	-1	7,318/ 10.3%	HS	93
Receptionists and Information Clerks (43-4171)	-1	3,619/ 18.0%	HS	86

Important note: A worker does not necessarily have to traverse every rung to advance to or from the focus occupation. Occupations above and below the focus occupation are directly related to the focus occupation, but they are not necessarily directly related to each other. For example, actors and athletes are both related to agents of artists, performers, and athletes, but actors and athletes are not directly related to each other.

Analysis and development of the career lattice is by the Alaska Department of Labor and Workforce Development, Research and Analysis Section.

Data sources used for research and analysis: O*NET (Occupation Information Network), Alaska Occupational Data Base (ODB), Standard Occupational Classification Manual, North American Industry Classification System manual, Bureau of Labor Statistics Occupational Employer Survey (OES) wage estimates.